G.R.S. IX—5]

Previous references.
P18. 2.6. 21-4.
" 22.20.5
" 23.19.4.

1923..

P&S. File No. 26-23
Serial Nos. 4.

Later references.
~~P&S 24 Sls 1-5~~
~~P&S 19 25 Sls 1+2~~

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

(10)

Part B for December 1923.

SUBJECT

Prescribes a Skeleton form for the preparation and submission of the annual administration report on the working of the Govt. Stationery Depot.

To the Supt. Govt. Printing and Stationery.

No. 1795 dt. 3.12.1923.

Prescribes ———

8.12.23.

Second Member's minute.

The Press and the Stationery may be eachdealt with separately, instead of both being worked in the same file. I am afrai this case has not received sufficient - attention. The headings proposed are too meagre. Please put up a skeleton form of Report giving the heading of the severa paragraphs and indicating briefly the points on which information is to be given under each para.

Intd--- K.R.S.
2-8-23

G. R. S. III-2]

General and Revenue Secretariat. | File No. D 464/ptS of 19

Serial No.

A skeleton ~~extract~~ of the annual report of the working of the St. Depot is put up & subd with reference to II numbers. orders.

11.8.23 15.8.23

2nd Member)

As fair drafts are received from a branch the previous ~~note~~ with a draft order on the branch indents from are sent to the

22/8

2 fair dft putups

A draft G.O. as per Under Secys orders in the linked file is also subd.

6.11.23

Under Secy

NOTE—Contn. sheet.

W54 3

General and Revenue Secretariat. | PB File No. 25 of 1923.

Serial No.

4. To The Superintendent Govt Printing NWFP 1795 dt 3-12-23. Prescribes a Skeleton form for the preparation and submitting the annual administration or the working of the Govt Stationery Dept.

Received

Rec'd 4.12.23

For perusal & the orders of the Hon'ble member)

PB 4/12

PB 5.12.23

Rec'd 6.12

Seen by Secy

4

Proceedings of the Government of H.H.
the Maharaja of Mysore.

Order No. Eo. 1795 / Prs 25-23-4

Dated Bangalore, 30 Dec. 1923

Government have had under their consi
deration the question of systematising the pr
paration of the Annual Administration Reports
of the several departments. The sub-joined
skeleton form for the preparation and sub-
mission of the annual administration report
on the working of the Govt Stationery Depot.
is prescribed for adoption in future.

2. The report while containing information
under several heads indicated in the form,
should be concise and brief and should not
be of a discursive character. All suggestions
or recommendations, requiring the orders of
Government should form the subject of separat
reference.

Chief Secretary to Governmen

To

The Superintendent, Government ~~Printing~~
Stationery.

6.11.23

Annual Report on the working of -- the Government Stationery Depot. ---

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1. Superintendence:- Name of Officer or Officers in charge during the year. Changes if any in the personnel and nature of the supervising staff.

2. Value of Stock:- Give value of the opening balance, the purchases and the issues during the year and the closing balance as compared with corresponding figures for the previous year. Explanations to be given for marked -- variations if any.

3. Purchases:- How were purchases -- made by tenders or otherwise? Amount of purchases under each head. In respect of purchases made by tenders, names of successful tenderers, description and total -- value of articles supplied by each. Also classify the description and value of the articles purchased under the heads of (1) articles made in Mysore (2) articles of Indian Manufacture -- made outside Mysore and (3) articles of Foreign origin.

4. Issues:- Give the total number of issues made during the year and mention how many of them were on original indents and how many on supplemental indents (~~and how the balance is accounted~~) State also number of stray requisitions ~~were~~ complied with.

Give the total number of offices to ---

b

to which supplies were made, the value of the supplies made to them classified under certain main heads. The net increase or decrease in the number of office as compared with the previous year with particulars of the new ~~offices added to or old~~ offices added to or old offices omitted -- from the list of those to which supplies are to be made under the Rules.

5. Expenditure:- Give the total expenditure of the Department under Establishment and contingencies with reasons for -- variations, if any, calculate the percentage of the charge incurred for handling and storage.

6. Indents for forms:- Note the total -- number of indents received for forms and how many of them were consolidated into provincial indents and how many dealt with individually.

Indicate whether the list of standardised forms was kept up-to-date and how many forms were added to or deleted from the list during the year.

7. Stock taken:- Note the dates on which the stock was verified and indicate the excesses and deficiencies if any found and how these were treated.

8. Economies effected:- Indicate briefly any important changes made during the year which tended to economise or increase expenditure and the actual results thereof.

9. Inspections:— Note inspections, if any, made by the Superintendent. Also visits paid to the -- Stationery Depot and inspections made by --

members

Members of Government or other high -- officers and distinguished visitors.

10. Conclusion:- Any general remarks and other matters not falling under any of the heads specified above.

K.M.R.1.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. E. 1795/P. & S. 25-23-4 dated Bangalore, 3rd December 1923.

Report of the Stationery Depot

Prescribing a skeleton form for the---

ORDER No. E. 1795, P. & S. 25-23-4 DATED 3RD DECEMBER 1923.

Government have had under their consideration the question of systematising the preparation of the Aannual Administration Reports of the several Departments. The sub-joined skeleton form for the preparation and submission of the Annual Administration Report on the working of the Government Stationery Depot is prescribed for adoption in future.

The report while containing information under several heads indicated in the form, should be concise and brief and should not be of a discursive character. All suggestions or recommendations, requiring the orders of Government should form the subject of separate reference.

K. MATTHAN,
Chief Secretary to Government.

To---The Superintendent, Government Stationery.

Annual Report on the working of the Government Stationery Depot.

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1. Superintendence — Name of Officer or Officers in charge during the year. Changes if any in the personnel and nature of the supervising staff.

2. Value of Stock — Give value of the opening balance, the purchases and the issues during the year and the closing balance as compared with corresponding figures for the previous year. Explanations to be given for marked variations if any.

3. Purchases — How were purchases made – by tenders or otherwise? Amount of purchases under each head. In respect of purchases made by tenders, names of successful tenders, description and total value of articles supplied by each. Also classify the description and value of the articles purchased under the heads of (1) articles made in Mysore (2) articles of Indian Manufacture made outside Mysore and (3) articles of foreign origin.

4. Issues — Give the total number of issues made during the year and mention how many of them were on original indents and how many on supplemental indents. State also number of stray requisitions complied with. Give the total number of offices to which supplies were made, the value of the supplies made to them classified under certain main heads. The net increase or decrease in the number of offices as compared with the preious year with particulars of the new offices added to or old offices omitted from the list of those to which supplies are to be made under the Rules.

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7. Stock taken — Note the dates on which the stock was verified and indicate the excesses and deficiencies if any found and how these were treated.

8. Economies effected — Indicate briefly any important changes made during the year which tended to economise or increase expenditure and the actual results thereof.

9. Inspections — Note inspections, if any, made by the Superintendent. Also visits paid to the Stationery Depot and inspections made by Members of Government or other High Officers and distinguished visitors.

10. Conclusion — Any general remarks and other matters not falling under any of the heads specified above.